

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
Friday, September 17, 2010

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, September 17, 2010, at the offices of the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507, of the Education and Research Center in Jackson, Mississippi.

Members present: Mr. Bubba Hudspeth, Chair; Mrs. Patricia Dickens, Vice Chair; Ms. Toni Cooley; Mr. Max Huey; Mr. Duncan McKenzie; Mr. Bobby Steinriede; Mr. Bruce Martin; and Mr. Ed Perry.

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Dr. LaNell Kellum, Dr. Fiona Qualls, Mr. Ray Smith, Mr. Jim Hood, Dr. Christian Pruett, Mr. Kell Smith, and Mrs. Denise Walley.

Guests in attendance: Dr. Scott Elliott, Meridian Community College and MACJC Chair; and Mr. Chuck Rubisoff, Office of the Attorney General

CALL TO ORDER

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the October 15, 2010, SBCJC Board Meeting.

MEETING NOTICE

The State Board for Community and Junior Colleges Committee of the Whole dinner meeting will be held Thursday, October 14, 2010, at Huntington's Grill at 6:00 p.m. We will reconvene in the Hattiesburg Room of the Hilton Hotel at 7:30 that same evening. The regular monthly meeting of the State Board for Community and Junior Colleges will be held at 9:00 a.m., Friday, October 15, 2010, at the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi.

PRELIMINARIES

Chairman Hudspeth welcomed all board members and visitors. Mr. Max Huey provided the Invocation.

Approval of August 19 - 20, 2010 Meeting Minutes

In a motion made by Mr. Max Huey and seconded by Mrs. Pat Dickens, the SBCJC Board **voted unanimously** to approve the minutes of the August 19 and 20, 2010, SBCJC board meetings.

Approval of Agenda

Mr. Hudspeth informed the group that the order of reports would be altered slightly allowing Mr. Duncan McKenzie to be sworn in and would like to move Dr. Christian Pruett's report up on the agenda, if there were no objections. In a motion made by Mr. Max Huey and seconded by Mrs. Pat Dickens, the SBCJC Board **voted unanimously** to approve the adjustments to the proposed agenda.

Swearing In of Mr. Duncan McKenzie, Board Member

Mrs. Shana Hansen, SBCJC staff member, conducted the swearing in ceremony of newly appointed Board Member, Mr. Duncan McKenzie of Gulfport, Mississippi.

REPORTS/ACTIONS

eLearning and Instructional Technology Report

Dr. Christian Pruett, Assistant Executive Director for eLearning and Instructional Technology, reported that online enrollment continues to increase and is expected to continue due to capacity issues on the campuses. He referred to items on the Finance Agenda pertaining to eLearning: 1) an Amendment to the *Presidium Learning, Inc.* contract; and 2) the *Blackboard, Inc.* contract renewal for LMS support. He provided background information related to these contracts.

Executive Director's Report

Dr. Clark began by updating the Board on Mrs. Missy Saxton and reading a Thank You card from her for the flowers that were sent by the Board.

He reminded the Board that the Joint Legislative Budget Committee hearing will be held on September 22, 2010, at 3:25 p.m. All Board Members are encouraged to attend the meeting, which will be held on the first floor of the Woolfolk Building, in Jackson. Dr. Elliott, Mr. Hudspeth, Dr. Muse, Dr. Boyce and Dr. Clark are on the agenda to speak.

Dr. Clark stated that the SBCJC has been working with *The Rhoads Group*, to assist the SBCJC with a plan for community colleges to do job training to help people harmed by the BP oil spill. Also, there have been conversations with the State Volunteer Commission on working together to obtain grant funds to educate volunteers assisting with those efforts.

He reported that he attended a meeting along with Dr. Mackey, Dr. Kellum, Mr. Holloway and the college presidents with the Assistant Secretary of Labor, Jane Oats, at the Governor's Office this week. They discussed a federal grant program, *Community College Career Training Act*, starting on October 1, to assist the colleges with meeting the needs of dislocated workers. Dr. Kellum gave additional information regarding the grant.

Dr. Clark stated that the Board is still short one (1) Board member and we are expecting Governor Barbour to appoint one from the Second Congressional District soon. Once that member has been appointed, the SBCJC staff will set up a Board Orientation for new members.

He reported that Dr. David Powe with the University of Mississippi Medical Center (UMMC) has contacted the Agency regarding aligning curriculums for four-year degrees in medical training. The proposal relates to two-year degrees, that once received at the community college, classes for a bachelor's degrees could be taken online through UMMC.

The Mississippi Association of Colleges (MAC) Conference will be hosted by East Central Community College and sponsoring from Meridian Community College and Mississippi State University. It will be held in Meridian on October 4-5, 2010.

Dr. Clark stated that Mr. Kell Smith has been working to update job descriptions for the following: Deputy Executive Director for Finance and Administration; Director of Accounting; Technical Specialist – Finance; Accountant/Personnel Manager; Purchasing and Records Technical Specialist; Accountant; Director of Training and Professional Development; Director of Adult Education/GED; Program Specialist – Adult Basic Education; Technical Specialist for Adult Education/GED; and Administrative Secretary (2 separate positions/descriptions). These are included as **Exhibits A1-A12** of the September 17, 2010 Board Minutes.

In a motion made by Mr. Bruce Martin and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the above named job descriptions, as presented.

Dr. Clark reported on his calendar, including several events to generate media coverage for our colleges.

MACJC Report

Dr. Scott Elliott, President of Meridian Community College and Chairman of the MACJC, began his report by complimenting Mr. Hudspeth on his speech at the Trustees Conference.

Dr. Elliott reported that the MACJC has received a PEER Committee request regarding Athletic Expenditures.

Dr. Elliott shared news from Coahoma, Copiah-Lincoln, East Central, Hinds, Holmes, Itawamba, Meridian, MS Delta, Northwest, Pearl River and Southwest.

Career and Technical Education Report

Dr. Shawn Mackey, Associate Executive Director for Workforce and Career and Technical Education, reported that Coahoma Community College is getting ready for a SACS review.

Dr. Mackey presented the Practical Nursing Accreditation Manual, **Exhibit B1**. The manual has undergone a major year-long revision and has been approved by the Chief Career/Technical Officers' and Deans' Association (CCTODA) and the Presidents (MACJC). Dr. Mackey highlighted the most significant changes in the document.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to begin the Administrative Procedures Act (APA) Process on the Practical Nursing Accreditation Manual, as presented.

Dr. Mackey presented the proposed 2010 Curricula Revisions for Career and Technical programs, shown as **Exhibit B2**, and asked for Board approval to begin the APA process.

Exhibits B3 and B4 are included as additional information regarding the revisions.

In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to begin the Administrative Procedures Act Process for the 2010 Curricula Revisions for Career and Technical programs, as presented.

Dr. Mackey presented Program Closures at the Community Colleges, included as **Exhibit B5**. The length of the closure list is due to efforts on the part of the SBCJC staff to ensure we have an up-to-date and accurate listing of active programs on all of our campuses. This is for information only and does not require Board approval.

Workforce Report

Dr. Mackey presented the Workforce Budget Report, **Exhibit C1**. This is for information only and does not require Board approval.

Grants and Related Activities Report

Dr. Mackey presented **Exhibit D1**, the data for the number of Career Readiness Certificates (CRC's) issued to-date, as well as the Grants report, **Exhibit D2**. These reports are for information only and do not require Board approval.

Chairman Hudspeth called for a recess at 10:17 a.m. and reconvened the meeting at 10:27 a.m.

Academic Affairs Report

Dr. Fiona Qualls, Associate Executive Director for Academic Affairs, began by presenting the Commission on Proprietary School and College Registration (CPSCR) Report, included as **Exhibit E1**.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the CPSCR Report, as presented in **Exhibit E1**.

Mr. Perry recommended drafting a Bill for the upcoming legislative session to increase fees for CPSCR. Dr. Qualls explained that legislation was drafted during the past session to increase fees, but it did not pass. She stated that there is intent to submit it again this upcoming session.

Dr. Qualls stated that she had received a call from Dr. David Beckley, President of Rust College, in regards to aligning course numbers with the community colleges. Hopefully, this will encourage other 4-year colleges to consider doing the same where possible.

Dr. Qualls related that dual enrollment/dual credit awareness is increasing in the interest of making the most of funding. The community colleges, universities and the Mississippi Department of Education will participate in a task force to create legislation to make the dual enrollment law consistent and more feasible.

Dr. Qualls reported on an Early Childhood Grant that will be utilized to help educate in the field of Early Childhood Development and to increase those salaries. With the current low pay scale in this area, it is hard to retain staff long term. She expects several of the community colleges to participate in an upcoming pilot program.

Technology Report

Mr. Ray Smith, Assistant Executive Director for Information Technology, reported that the Strategic Technology group that consists of the 15 Chief Information Officers has met with a consultant to look at ways to consolidate and save money. The consultant's preliminary report should be received within the next month.

Mr. Smith stated that Mr. Ivo Burnett is re-writing the current eAudit program and plans to pilot two (2) of the colleges in January 2011.

Research and Planning Report

Mr. Jim Hood, Assistant Executive Director for Research and Planning, reported that enrollment is up 7.2 percent from last year, according to preliminary numbers, with almost 90,000 students in the system.

He has been looking at tuition cost, and according to SREB, Mississippi community colleges' tuition is the 2nd lowest in the region. Mississippi rates 1st in PELL Grant recipients. He also mentioned that Mississippi community colleges typically have the same number of administrators and professional employees as their SREB peer institutions. However, our community colleges have more full-time faculty and fewer part-time faculty than our SREB peers.

Deputy Executive Director Report, Programs and Accountability

Dr. Debra West began her report stating that the entire staff has been participating in enrollment audits and gave a brief explanation of this process. She related that the staff is working on a

manual to help give clearer guidelines for the colleges and SBCJC staff to refer to on what is required for admission and attendance audits. This is expected to be completed by the end of this year. She stated that an Advisory Committee will be formed to help to address different areas, such as scheduling audit visits, calendars, etc.

Dr. West reported on the International Education Council Conference that she recently attended in Toronto, Canada.

Deputy Executive Director Report, Finance and Administration

Mrs. Deborah Gilbert presented the Finance report, as follows:

Attachment 1 is the approval request for the General Fund Disbursement out of Fund 2298 in the amount of \$7,833,885.00 for October 2010.

In a motion made by Mr. Ed Perry and seconded by Mrs. Pat Dickens, the SBCJC Board **voted unanimously** to approve the General Fund Disbursement out of Fund 2298 in the amount of \$7,833,885.00 for October 2010.

Attachment 2 is the approval request for the Education Enhancement Fund Disbursement out of Fund 4080 in the amount of \$2,472,508.00, and Fund 4110 in the amount of \$82,112.00, for a total amount of \$2,554,620.00, effective September 30, 2010.

In a motion made by Mr. Ed Perry and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the Education Enhancement Fund Disbursement out of Fund 4080 in the amount of \$2,472,508.00 and Fund 4110 in the amount of \$82,112.00 for a total disbursement of \$2,554,620.00, effective September, 2010.

Attachment 3a is the Financial Statements for General Funds 2291 and Special Funds as of Close of FY 2010. **Attachment 3b** is the Financial Statements for General Funds 2291 and Special Funds as of August 31, 2010-FY2011. **Attachment 3c** is the Lapse and Carryover Report for FY 2010. These items are for information purposes only and do not require approval.

Attachments 4a and 4b are three separate Purchasing Approval requests. Mr. Hudspeth asked for them to be approved together.

Attachment 4a is for *Presidium Learning, Inc.*, Amendment #2, for a two-year agreement from July 1, 2010 through June 30, 2012 in the amount of \$287,000.00 annually for help desk support services not to exceed \$574,000.00.

Attachment 4b is for *Blackboard, Inc.*, for a three-year renewal agreement for LMS support for the MSVCC and Mississippi's Community and Junior Colleges. The initial Master Agreement is set to expire. For July 1, 2010 - June 30, 2011 the amount is \$2,108,362.50; for July 1, 2011 - June 30, 2012 the amount is \$2,211,531.05; and for July 1, 2012 - June 30, 2013 the amount is \$2,319,857.35, for a total of \$6,639,750.90.

In a motion made by Mrs. Pat Dickens and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the two-year *Presidium Learning, Inc.*, Amendment #2, in the total amount of \$574,000.00 and the three-year renewal of the *Blackboard, Inc.*, agreement for LMS support for the MSVCC and Mississippi's Community and Junior Colleges, in the total of \$6,639,750.90, as outlined in Attachment 4a and 4b.

The Athletic Expenditure Report for PEER for FY 2008, FY 2009 and FY 010 had not been compiled. PEER extended the deadline until next Thursday. This report will be presented next month.

Attachment 6a is Education and General Expenditures for FY 2010 for the community and junior colleges. **Attachment 6b** is a list of Student Fees and Charges. **Attachment 6c** is the Student Tuition and Fees Trend Data. These items are for information purposes only and do not require approval.

In closing, Mrs. Gilbert stated that the SBCJC had a recent property audit from the State Auditor's Office, with no adverse findings. She commended Phil Cumberland for the excellent job.

Travel Authorizations

Chairman Hudspeth asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings. A request was made to reimburse anyone that attends the LBO Hearing on September 22, 2010. Mr. Hudspeth and Mr. Martin plan to attend the MAC Conference in Meridian on October 4-5, 2010. Mr. Hudspeth plans to attend a Clarion-Ledger Editorial Board meeting with Dr. Clark on September 27, 2010.

In a motion made by Mrs. Pat Dickens and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the travel reimbursements as requested.

OTHER BUSINESS

Chairman Hudspeth encouraged those that have not contributed to the Flower Fund to do so.

ADJOURNMENT

There being no other business, Chairman Hudspeth adjourned the meeting at 11:35 a.m.

Recorded by:


Denise Walley, Technical Specialist

Approved by:


Mr. Bubba Hudspeth, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Executive Director
Job Descriptions
Practical Nursing Accreditation Manual
2010 Curricula Revisions (and Backup Material)
Community College Program Closures
Workforce Budget Report
Grants/CRC Report
Academic Affairs – CPSCR Report
Technology
Research & Planning
Dr. West
Finance Report
Dr. Clark's Handouts & News Articles

No Exhibit
Exhibits A1 & A12
Exhibit B1
Exhibits B2-B4
Exhibit B5
Exhibit C1
Exhibit D1 and D2
Exhibit E1
No Exhibit
No Exhibit
No Exhibit
Separate Agenda